



PALO VERDE COMMUNITY COLLEGE DISTRICT

DIRECTOR OF ADMISSIONS & RECORDS

NATURE OF THE POSITION

Under the supervision of the Vice President of Instruction & Student Services, plan, organize, control and direct the operations and activities of the Admissions & Records division; interpret, develop and implement policies and procedures consistent with State and federal laws and regulations; submit MIS data and apportionment reports to the Chancellor's Office; assist with reporting other enrollment data to State and federal agencies as required; train, supervise and evaluate the performance of assigned personnel.

DUTIES AND RESPONSIBILITIES

1. Plan, organize, control and direct the operations and activities of the Admissions & Records division including data processing of student admissions, registration, records, evaluations and program completions; maintain and ensure Admissions & Records activities are in compliance with District, State and Federal requirements and meet required reporting timelines.
2. Participate in the development and implementation of District goals, objectives and priorities for assigned programs; lead the department in the creation, development and implementation of Student Learning Outcomes and Program Review.
3. Interpret and implement State and federal regulations governing admissions and records; maintain current knowledge of applicable regulations; develop and implement policies and procedures to comply with changes in regulations, laws and College needs.
4. Train, supervise and evaluate the performance of assigned personnel and student workers; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; develop work schedules to ensure appropriate staffing levels.
5. Oversee and coordinate admissions and registration procedures for on-campus students, incarcerated students, contract agencies and other various agencies; oversee data processing and verification of information on admissions applications, registrations, add/drop enrollments, withdrawals and other related personal student information.
6. Make determinations on a variety of student petitions related to student registration, transcript evaluation and eligibility; oversee the compilation of mid-term deficiencies and notification to students.
7. Supervise residency determinations per State regulations; obtain, review and evaluate documentation from students not meeting State requirements; review and approve international student applications for admission; respond to inquiries and review correspondence of potential international students.

8. Prepare and distribute an Admissions and Records Submission Date Calendar for Faculty; calculate and prepare College academic calendar dates related to admissions & records and registration.
9. Review, maintain and update the student information system for the areas that relate to Admissions & Records ensuring proper maintenance and confidentiality of student files and records.
10. Develop and prepare the annual preliminary budget for the Admissions & Records division; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
11. Supervise the classifying, purging and archiving of student records to comply with State and federal records retention policies.
12. Direct the processing and evaluation of transcripts and enrollment verifications to students with official requests; oversee the processing and distribution of grade reports (for incarcerated students only).
13. Direct the evaluation and certifying of student academic completions of degrees and certificates.
14. Verify the status of ADT degrees for transfer students within specified timelines.
15. Research, compile and maintain of statistics on enrollment and student characteristics.
16. Provide technical expertise, information and assistance to the Vice President of Instruction & Student Services, faculty, personnel and students regarding assigned functions; serve as District PDSO and Student and Exchange Visitor Information System (SEVIS).
17. Direct data collection and organization; ensure accuracy of data for internal and external reports.
18. Direct the preparation and maintenance of a variety of narrative and statistical reports, records handbooks, forms, registration documents and files related to personnel and Admissions and Records activities; review and submit District external State and federal reports within required timelines.
19. Communicate with other administrators, personnel, students and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.
20. Serve as liaison for Admissions and Records to other departments and personnel, governmental agencies, financial institutions and other colleges and universities.
21. Operate a computer and assigned software programs; operate other office equipment as assigned; determine, plan and arrange for programming to keep computer files current with reporting requirements; collaborate with the IT department on maintaining data for MIS files.
22. Serves as system operator responsible for all maintenance and backup procedures of annual reports; ensure system maintenance agreements are regularly updated.
23. Attend and conduct a variety of meetings and trainings as assigned; serve on various committees as assigned.
24. Perform other duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

1. Planning, organization and direction of College District Admissions & Records division.
2. Educational Code, Title IV and Title V regulations.
3. Applicable computer operations, utilization and data processing retrievals.
4. Federal and State regulations relating to the admission and registration of college students.
5. California Community College State reporting mandates.
6. Oral and written communication skills.
7. Principles and practices of administration, supervision and training.
8. Applicable laws, codes, regulations, policies and procedures.
9. Interpersonal skills using tact, patience and courtesy.
10. Operation of a computer and assigned software.
11. Arithmetic computations.

ABILITY TO:

1. Plan, organize, control and direct the operations and activities of the Admissions & Records division.
2. Supervise and evaluate the performance of assigned personnel.
3. Analyze, evaluate and review applications or complaints related to Admissions & Records services and procedures.
4. Communicate effectively both orally and in writing.
5. Interpret, apply and explain rules, regulations, policies and procedures.
6. Establish and maintain cooperative and effective working relationships with others.
7. Operate a computer and assigned office equipment.
8. Analyze situations accurately and adopt an effective course of action.
9. Maintain confidentiality of student records.
10. Meet schedules and time lines.
11. Work independently with little direction.
12. Plan and organize work.
13. Perform arithmetic calculations quickly and accurately.
14. Direct the maintenance of a variety of reports, records and files related to assigned activities.

MINIMUM QUALIFICATIONS

1. Bachelor's degree in a related field from an accredited college or university.
2. Three years of progressive responsibility in the administration of an admissions and registration program in a post-secondary education environment involving frequent public contact.
3. Sensitivity to and understanding of the diverse academic, socio-economic, ethnic, religious and cultural backgrounds, disabilities and sexual orientation of students, faculty, administrators and personnel.

PREFERRED QUALIFICATIONS

1. Knowledge of Admissions & Records, and basic programming.
2. Supervisory work experience.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

1. The physical demands and work environment are typical of an administrative job in an office environment.
2. The incumbent must be able to perform the essential functions of the job, with or without a reasonable accommodation.

CLASSIFICATION/SALARY

1. This is a Management position.
2. Row 7 of the College's Administrator/Management/Confidential salary schedule with placement appropriate to experience.
3. The college offers an attractive package of fringe benefits including medical, prescription, dental, vision and life insurance.

PALO VERDE COMMUNITY COLLEGE DISTRICT

Pursuant to Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and amendments and other laws, orders, and regulations governing discrimination, the Palo Verde Community College District is an equal opportunity employer. The policy of the District is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of ethnicity or race, color, sex, age, religion, marital status, disability, gender identity, sexual orientation, national origin, medical conditions, status as a Vietnam-era veteran, ancestry, or political or organizational affiliation.